

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**WAP Program Checklist**

**1. Units of work *(sample included)***

Each unit of work should include:

* Outline of the **scope** of the unit of work eg. mind map, or week by week dot points (sample included)
* estimated **length** of the unit (as well as number of lessons)
* **outcomes** relevant to the unit
* teaching and learning **strategies** elaborated for each of the sequence dimensions/elements
* list of **resources**
* Indication of how **special needs** will be addressed (Life Skills, ESL, G&T, intellectual delay etc)
* **registration** (signed and dated)
* **key questions** related to each of the dimensions/elements of your sequence
* **assessment tasks/formative evaluation**
* **metalanguage** and **vocabulary**

Teachers are encouraged to make handwritten notes on their programs, particularly in the registration column and the formative evaluation column.

**2. Scope and sequence *(sample included)***

This is an annual program planner that shows

* the **order** in which each unit of work is being taught
* the **duration** of each unit
* the **assessment task schedule**

**3. Assessment tasks**

Each assessment task must

* list the **outcomes** to be assessed
* contain **marking criteria** including a **rubric**

Teachers must ensure that all outcomes have been assessed over the entire stage.

**4. Student results**

Include student results of all assessment tasks in an **assessment register** *(sample included).*

**5. Unit evaluation**

Complete a formative and summative evaluation of the unit. One sample summative form is attached. Formative evaluation should be handwritten in formative evaluation column of the unit.

**Copies of these documents need to be put onto the server by the end of week 1 each term. A copy of the program checklist should be filled in and put in supervising teachers’ pigeon hole at this time. Teachers must bring their program folders to their program review meeting which will be scheduled each term.**